



Dartmoor Forest Parish Council

20 September 2024

Councillor Briefing Notes for Council Meeting on 24th September 2024 7.30 pm in Postbridge Village Hall

1. **Apologies –**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting 27th August 2024.
4. **Urgent decisions since last meeting – none**
5. **Governance Review – Update on progress to date**
 - [Princetown CCTV Policy](#) – CCTV working group: visit to DNPA Visitor Centre to view the set up arranged for Tues 8th Oct. Contact has been made with Plymouth City Council CCTV & Street Lighting Engineer, with possibility of a visit to find out more about how they operate and allow Others to access their system.
 - [Princetown CCTV Data Protection Impact Assessment](#) – CCTV working group ongoing
 - [Publication Scheme](#) - Clerk
 - [Privacy](#) - Clerk

See Appendix 1 for schedule of policy review

Postbridge Cemetery – Council to consider the quotes received for the tree survey and risk assessment survey and agree what action to be taken next. See email sent 10/09/24. Quotes range from £540 to £820, but are not exactly like for like.

Update on Birch Utilities action to clear branches from electricity power cables. Cllr Hazel Williams arranged for Birch Utilities to visit the site and assess whether the trees needed cutting back from the power cables. They attended on 18/09/24 and proposed trimming the trees back on the South and East boundary to clear the cables. Work to be undertaken in the next few months.

Clerk to confirm responsibility for the boundary. Original Cemetery land is not registered, although the extension is. Clerk to submit necessary forms to Land Registry to register the Cemetery in due course.

6. **Housing Development – Princetown –** Council to discuss the proposed development at Moorland View, following meeting with WDBC Principal Housing Development Officer, and consider any further action at this time. WDBC consultation is live until 04/10/24 <https://moorlandviewprincetown.commonplace.is/> See also [WDBC Housing Needs Assessment 2023 - Dartmoor Forest](#) and Appendix 2
7. **Play Park – Inspections and Action Plan.** Cllr Williams to report on inspections in Sept, and update on action plan. See Appendix 3 Formation of working group to progress inspections, action plan and funding to replace equipment.

Cllr Mark Williams has sourced timber to make repairs to the Agility Frame – replacing uprights and the plank.

Order placed 30/08/24 for replacement seats and bearing for See Saw £ £511.75

Quote received for replacement of the bearing in the single point swing £4098.80. The part if manufactured in Germany. Clerk looking into alternatives sourced from the UK at a lower cost.

8. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
9. **Parking Issues** – no issues raised at time of publishing the agenda
10. **Residents' issues or concerns** – Council to discuss and agree what action to be taken over issues raised at the last meeting
 - a) Anti-social/dangerous driving Woodville Avenue.
 - b) Drainage issue on footpath from Station Cottages onto moor.
11. **Planning** – no applications to consider at the time of publishing agenda
12. **Financial management** - see Financial Report for details
 - a) Payments to be approved
 - b) AGAR – External Audit Completed
 - c) Preparations for Budget 2025/26 and Precept Request
13. **Princetown Bus Stops Refurbishment** – Update on actions taken and Council to consider request for notice board to be sited in the one in village centre with reminders not to litter and other matters of interest to local residents.

A2 internal notice board cost: £75 ex vat

<https://www.noticeboardcompany.com/products/felt-tamperproof-notice-board.html>



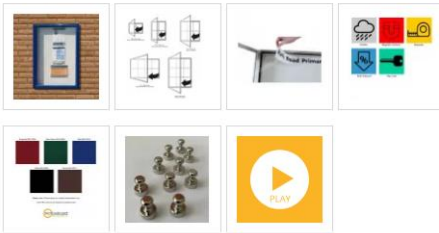
14. Postbridge -

- a) **Speeding through village** – Council to discuss issue raised by Cllr Greatrex at last meeting.
- b) **Noticeboard** – Council to discuss and agree on action to be taken to replace the notice board which is now beyond repair/function. Cost of replacement wall mouthed notice board 4xA4 (A2) £262 ex vat
<https://www.noticeboardcompany.com/products/tradition-30-wall-mounted-external-notice-board---painted-frame.html>



Tradition 30 Wall Mounted External Notice Board - Painted Frame

- 30mm deep aluminium frame
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- key lock with two keys supplied
- Choice of frame colours
- Optional magnetic title plate
- 5 Year Guarantee



750 x 550mm wide (A2)

Green (RAL 6005)

Select Accessories

Select Magnetic Title

Enter text required here (Max 60 characters)

Please choose from the options above.

£262.00 ex. VAT

15. Updates on correspondence/ actions from previous meetings

- a) Vacancy – Princetown Ward - WDBC have given go ahead 18/9/24 to co-opt to fill vacancy. Due to short time between that and meeting Clerk to advertise vacancy and invite applicants to be co-opted at Oct meeting.
- b) Replacement of Strimmer/Brush-cutter – Order placed 30/8/24 and paid for. Notified 17/9/24 currently out of stock, due into distributors at end of October.
- c) Adoption of BT phone box – Princetown – Duchy have agreed to issue a no-cost licence for DFPC to adopt the phone box. Clerk to continue process with BT.
- d) Double Yellow lines – Princetown – Clerk submitted request 10/09/24 to DCC Highways Neighbourhood Officer for this proposal to be put to DCC HATOC.
- e) Council e-mail addresses and e-mail signatures – Clerk to circulate instructions for Councillors to set up DFPC signature.

16. Reports and Updates from Committees, Sub Groups and Special Interests:

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
 - Bulbs planted in sponsored pots for winter flowering.
 - Marketing flyer to be simplified, updated and re-issued.
- b) Tidy Princetown Sessions – Cllr Mark Williams
 - Attendance is very poor. Needs promotion.
 - Need a solution to weedkilling. Sprayer license for Groundsman?
- c) The Plot - Community Garden - Cllr Hazel Williams
 - Awaiting clarification of insurance cover for Plot items in the container owned by the Youth Club.
 - Awaiting confirmation that Clerk has access to the online Volunteer Forms.
 - Been given permission by the Youth Club to stock-proof the fence around The Plot.
 - 14 planting beds cleared.
 - 105 tree saplings arriving in November from Woodland Trust.
 - Sessions Tues 1830, Thurs 1430, Sat 0930.
 - Everyone is additionally welcome at any time.

- d) CCTV System Check & any requests – CCTV Working Group - No requests for footage received
- e) Speedwatch - Cllr Gregg Manning
- f) Defibs
- Hexworthy - Notified of potential use 13/9/24 Cllr Geen asked to check. Reported that Defib had been moved but not used. She will check power supply to defib cabinet, as not sure it's still working.
- g) Gardening The Grounds | PCMF -
- Assessment has been done of the Church Tower for installing swift boxes, which appears positive. Cllr Easton has the information.
 - Community Payback team have cut back all the meadow grass ready for the winter.
 - Annual Quiz Night booked at the Prince of Wales for 1830 on 13th October. Opportunity for community engagement. See Appendix 4 for Poster.
 - Rotten and broken 5-bar to Jubilee Field replaced with new. Costs shared 50/50 with Parochial Church Council.
 - Liaising with the Primary School for the children to do paintings of their wildflower meadows, instal hedgehog boxes and bug hotels.
- 17. 2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
- 18. Exchange of information** – Around the table discussion for any matters to be shared for information or to request they are put on agenda for next meeting
- a) **Old Prison Officers Mess** – dangerous driving within the site
- 19. Date of next meeting** - 1930 on Tuesday 22nd October 2024
Princetown Community Centre

Appendix 1

Cllr Review of Governance Documents - All documents due for review by end 2024

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Suggested Lead Reviewers 2024		Completed
	Risk Register	Clerk, Cllrs Manning, Geen & H Williams		April To be updated over next 12 months
1.	Standing Orders	All	April	Completed and published on DFPC website
2.	Financial Regulations	Clerk, Cllrs Geen, Byrom, M Williams	April	Completed and published on DFPC website
2.1	Grants and Donations Procedure	Clerk, Cllrs Gee & Greatrex	May	Completed
3.	Members' Code of Conduct	All	May	Completed
3.1	Complaints Procedure	Cllr Watson and Cllr H Williams	May	Completed
4.	Transparency Code	All	May	Completed
4.1	Community Engagement Policy	Cllr Easton & Cllr H Williams	Oct	
4.1.1	Publication Scheme	Clerk	Sept	Needs to include costs
4.1.2	Privacy	Clerk	Sept	
4.2	Princetown CCTV Policy	Cllr Manning & Cllr H Williams	Sept	
4.2.1	Princetown CCTV Data Protection Impact Assessment	Cllr Manning & Cllr H Williams	Sept	
5.	Risk Management Strategy	Clerk, Cllrs Manning, Geen & H Williams	April	Completed and published on DFPC website
5.1	Play Area Inspections Procedure	Cllrs M Williams, Byrom, Wood, Greatrex	October	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy	October	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy	October	
5.3	Snow Warden Procedure	Cllr Easton + Council	March	Completed and published on DFPC website
5.3.1	Snow Warden Risk Assessment	Cllr Easton + Council	March	
5.4	Memorial Inspections Procedure	Clerk, Cllr Greatrex & Watson	March	Who does annual inspections? When? How recorded?
5.5	Burials Procedure	Cllr Greatrex & Watson + vacancy	Nov	
5.6	Public Seating	Cllr Greatrex & Vacancy (x2)	Nov	

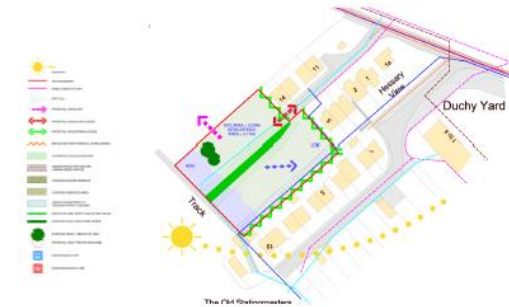
Appendix 2 – Moorland View Development



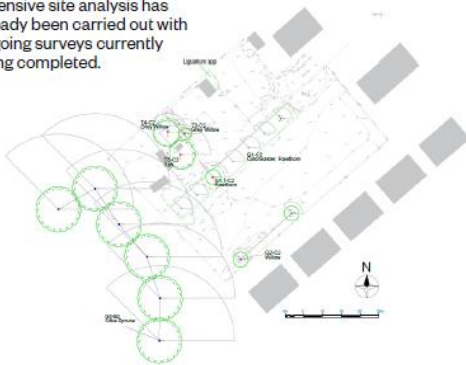
Moorland View, Princetown - Affordable Housing

Public Consultation

West Devon Borough Council, in partnership with Dartmoor National Park, is excited to propose a new affordable housing development located at Moorland View, Princetown. This initiative aims to address the pressing need for affordable housing within our community, contributing positively to the local area and its residents.



Extensive site analysis has already been carried out with ongoing surveys currently being completed.

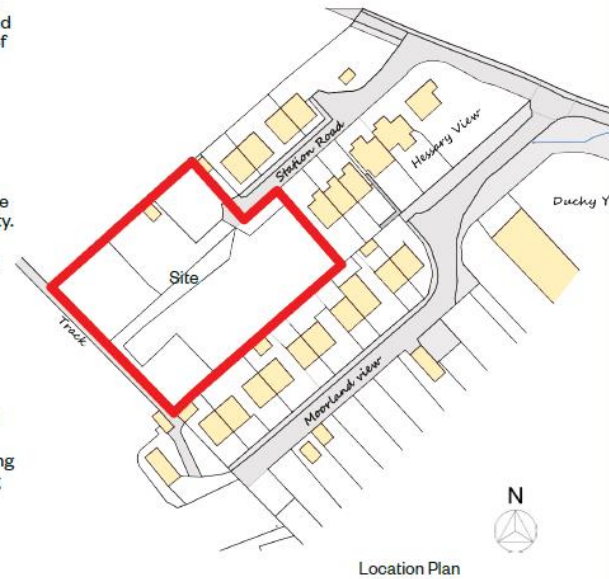


The planned development encompasses a total of 10 units for social rent, thoughtfully designed to integrate seamlessly with the existing character of Princetown. The mix includes 4 one-bedroom, 5 two-bedroom, and 1 three-bedroom homes, catering to a diverse range of residents. Each home is designed to meet the Nationally Described Space Standards and M4(2) accessibility standards, ensuring comfort and accessibility for all residents.

Furthermore, the project emphasises environmental sustainability, incorporating air source heat pumps (ASHP) for heating and ecology measures such as bee bricks and bird boxes to help support local biodiversity. The dwellings have also been designed using locally distinctive materials like natural slate roofs and a mix of stone and render walls, which reflect our commitment to the Dartmoor National Park's environmental values.

The design features a central spine road layout, enhancing the connectivity within the development while minimising traffic impact. This layout has been chosen to optimise land use, reduce overlooking, and preserve the privacy of existing neighbouring properties. Each house will have two dedicated parking spaces and one each per flat, ensuring ample parking and accessibility.

We invite the Princetown community to engage with this proposal, share their views, and help shape a development that truly reflects our communal aspirations and needs. Your feedback is invaluable to us as we strive to enhance our community with thoughtful, sustainable development.



Location Plan

Appendix 3 - RoSPA Play Park Inspection March 2024 – Proposed Action Plan - (Timescales need updating)

When	Element	What	Who	Completed
JULY	P1 - Agility Trail	Replace worn shackles – chain link connectors notched	DC	
AUGUST	P3 – Cableway	Remove chain cover to inspect chain links to seat	SUPPLIER	
AUGUST	P6 – Cycle Course	Repair to edges of ramp section	DC	
SEPT	P9 – Rocking Horse	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC	
JULY	P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement 8/24 Replace seats (ordered)	CARL/ LOCAL CONTRAC TORS	Parts ordered 30/8/24
JULY	P13 – Rotator – stand on	Replace smashed timber bungs	MW/DC	
OCT	P14 – Mixed Swings	Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary	DC	
OCT	P15	Monitor chain wear		
JULY	P15	Shrinkage/separation of the surface – reglue and fill gaps and joints as necessary	IN HAND	
OCT	P16	Adjust swing seat height to give minimum of 350mm clearance for standard seats and 400mm clearance for tyres, baskets and other group seats.	DC	
JULY	P17 – Swing – single point	Replace worn bearings	SUPPLIER /CLERK	Quote received

You are cordially invited to the annual
Gardening The Grounds | PCMF

 **Quiz Night** 

Sunday 13th October
at
The Prince of Wales in Princetown

All profits split 50/50 between
Gardening The Grounds | PCMF and Princetown Primary School

1900 for 1930 start
Teams of up to six people
FREE ENTRY

Prize for the
winning
team!

Lots of raffle prizes and lots of fun!

To book your table, please call or message:
The Prince of Wales 01822 890219
or
Mark Williams 07719 542096

All profits split 50/50 between Gardening The Grounds and Princetown School